ATTENDANCE REGISTER
Features

The Attendance module allows instructors to keep an online record of attendance, and also allows students to record their own attendance.

The instructor can create multiple attendance sessions simultaneously and can mark a student as Absent or Present (customization options are available).

N.B. The register only features students who have accessed the online platform at least once. For this reason, the instructor needs to encourage students to access it on the first lesson at: https://webapps.unitn.it/gestionecorsi/.

Didattica Online set the attendance variables as follows:

PRESENT = 1, ABSENT = 0

The instructor needs to activate the different sessions corresponding to each lesson.

Attendance Activity

To create an attendance activity click on the tab settings at the top right corner under the Username > Turn editing on:

Then click on > Add activity or resource:

Click on > Attendance in the Activity section.

A Help button will appear on the right illustrating the different functions. Click on ‘Add’.
Aggiungi una attività o una risorsa

Il modulo Presenze consente al docente di registrare le presenze durante la sessione agli studenti di visualizzare lo stato delle loro presenze.

Il docente può creare più sessioni in una volta e può registrare lo stato della presenza come "Presente", "Assente", "In ritardo" o "Giustificato" oppure modificare gli stati per adattarli alle sue esigenze.

I report sono disponibili per l’intera classe o per i singoli studenti.
Settings

- In the section *General* (mandatory) enter a name and a brief description (optional).
- Select the option ‘View description on the Course Homepage’ to read the description directly from the homepage.

- Choose which grade to assign from the dropdown menu. Select *Points*.
- Set the maximum number of points: 100
- Set a threshold (not mandatory), by entering the values (e.g. 60,00 = 60% of the lessons).
In the case of student subgroups in a single lesson, it is possible to manage attendance separately for each subgroup.

Register: in Settings click on 'Separate Groups' or 'Visible Groups'.

Leave all other settings unchanged, then click on Save and return to course.
Adding sessions

- Click on Attendance to access the block.
- Click on Add Lesson.
- Enter date, duration, description and then save by clicking on Add.
- Repeat for each lesson.
If there are multiple groups, it is possible to set calendars for different lessons and connect them to their groups:

Creating multiple sessions

For example, if an instructor has a lesson on Monday and Tuesday, they can use "Add multiple lessons" tab, which will allow them to create multiple lessons simultaneously.

To create multiple lessons, click on ‘Repeat the session above as follows.’

Select the weekdays, e.g. Monday and Tuesday (Repeat on)

Set the duration (Repeat every): if they are weekly lesson, then select 1, if they are every fortnight, select 2, and so on.

Set the date of the last lesson (Repeat until).
Self Registration

- The instructor may allow students to self-register on the Attendance Register (Contact ‘Didattica Online’ for further confirmation).
- In this case, we suggest the following settings:

  ![Self Registration Image]

  - **N.B.** You can set a different password for each lesson by replacing it with a new one and selecting *Add*.

Editing sessions

- When you are in ‘Lessons”, click on the “*Editing*” icon (Actions column) to modify sessions individually.

Taking Attendance

- At the beginning of every lesson, open the course page and click on *Attendance*.
To record attendance, click on the “Recording Attendance” icon.

Select PRESENT or ABSENT for each student.
It is also possible to write notes, for extra useful information (e.g. late comers).

Tracking attendance

By selecting GRADES, in the Course Admin column on the left, the instructor can track students’ attendance record.
Corso di test
Partecipanti
Badges
Valutazioni
I miei corsi - docente
Calendario
File personali

<table>
<thead>
<tr>
<th>Nome / Cognome</th>
<th>Indirizzo email</th>
<th>Dipartimento</th>
<th>Seconda opzione primo a...</th>
<th>Total corso</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studente Test</td>
<td><a href="mailto:studente.test@unitn.it">studente.test@unitn.it</a></td>
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<td>-</td>
<td>80,00</td>
</tr>
<tr>
<td>Andrea Test 1</td>
<td><a href="mailto:studenta.test@gmail.com">studenta.test@gmail.com</a></td>
<td>1.00</td>
<td>-</td>
<td>1,00</td>
</tr>
</tbody>
</table>
Docente/Instructor: export attendance

- The instructor can export the attendance register as an Excel file by clicking on Export.

Students: verify attendance

- Students can also view the attendance register to check their attendance record and print the page.
For further information:

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